

July 5, 2000

TO ALL PARTICIPANTS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC
MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the reissuance of the 2000-2001 Filing Cycle Special Instructions for the filing of rates in General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period November 1, 2000, through October 31, 2001. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Request for Offers (RFO) Section 2-4). Participants who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the following significant changes to the 2000-2001 filing cycle Special Instructions:

1. Electronic Rate Filing: In lieu of the floppy disk requirements contained in the DTOS, all offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in RFO Section 6 will not be accepted. NOTE: If your firm intends to transmit its own rate offer via I-FTP instead of using a filing service, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead and obtain a User ID and Password (RFO Sections 1-1.4 and 1-6).
2. Electronic Re-filings: Technically or otherwise deficient rate filings must be corrected and electronically re-filed within twelve (12) calendar days following notification to the Participant or Participant's Rate Filing Service of a deficiency (RFO Section 1-1.6).
3. Documentation Requirements: Participants must submit a Trading Partner Agreement and a Performance Bond in accordance with RFO Section 1-4. Failure to submit any required document will result in rejection of the participant's rates.
Note: Documents must be submitted to the mailing address identified in RFO Section 1-6. Submission of required documents to any other GSA office or to a Rate Filing Service Provider will be considered a filing deficiency under RFO Section 1-1.6.
4. Certification of Insurance: By submitting a rate offer, the Participant is certifying under RFO Section 1-4 that it will maintain cargo liability insurance that meets the requirements of the HTOS.
5. Released Valuation: In lieu of Item 190-1 of the Domestic Household Goods Government Rate Tender (GRT), STB-HGB 415-G, or similar provisions, all surface household goods shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment (RFO Section 2-7).

6. Special Agency Provisions: In addition to offers for general transportation rates, participants have the option to file agency-specific rates identified in RFO [Section 5-1](#) (including specific rates for an organizational component within an agency identified in RFO [Section 3](#)).

- (a) Department of Veterans Affairs requests offers based on a released value of \$6.50 per pound, capped at a liability of \$110,000;
- (b) Department of Justice, Federal Bureau of Investigation request offers for transportation of Privately Owned Vehicles based on established transit times for certain identified points; and,
- (c) Department of State and United States Department of Agriculture, Forest Service, request offers based on a released value of \$8.00 per pound on international shipments only.

7. Verification of Industrial Funding Fee (IFF): To ensure that the GSA IFF for every shipment is properly accounted for and appropriately applied to the quarter for which the submission is received, GSA is requesting in RFO [Section 2-7.6](#) that carriers furnish shipment identifying information either on or appended to the check register.

8. File Naming Convention: GSA established a file naming convention upon implementation of the Interagency Transportation Management System (ITMS). All Participants submitting rate offers **must strictly adhere** to this File Naming Convention in RFO [Section 7-1](#). Failure to do so will prevent rate offer(s) from being identified in the Participant's directory on the FTP and will result in their not being appended to the rate database for processing and/or automatically rejected.

9. Submission of Rates Via ITMS CD-ROM: Participants which will be submitting rate offers using the ITMS CD-ROM may do so with ITMS version 4.0. Due to recent modifications to GSA's Centralized Household Goods Traffic Management Program, rate files submitted to GSA by a firm using ITMS version 4.0 may contain errors. Final validation conducted by GSA will determine validity of your firms filed rates. If errors exist within the submitted file, your firm will be notified promptly by GSA of existing deficiencies.

10. Transit Times for Privately Owned Vehicles: All offers submitted for international off-shore general transportation rates and domestic Alaskan general transportation rates will include the establishment of privately owned vehicle (POV) transit times identified in RFO [Section 2-7.2.2.5.3](#). Provisions of RFO [Section 2-7.2.2.5.2](#), [Application of Transit Time](#), and [Section 2-7.2.2.5.2.1](#), [Transit Time Penalty](#), will also apply to the shipment of POVs to the specified locations.

Any comments may be directed to the address identified in RFO [Section 1-6](#).

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
Centralized Household Goods
Traffic Management Program (CHAMP)

Federal Supply Service Bureau

Enclosure